

**TEXAS EAST AREA 53 TREASURER
JOB DESCRIPTION**

TERM LENGTH: Three Years (Beginning January 1, after election)

PURPOSE: *Primarily, the Treasurer attends to all the regular financial duties that involve the collection and distribution of Area finances. The treasurer should have a basic knowledge of bookkeeping and banking.*

SKILLS: Computer experience with Excel and a printer/copier is needed. The treasurer does what we all have done – balance the check register, pay bills, keep up with where the money is coming from, try to keep to a budget, and file– Then tell someone about it in a simple, clear, understandable manner.

QUALIFICATIONS:

- Any person that has served three years as a District Representative or as an Area officer in the World Wide Fellowship of Al-Anon/Alateen.
- Has remained active in the East Texas Area 53 by not missing more than two (2) assemblies during the current panel term. Current District Representatives must also not have missed more than four (4) Area World Service Meetings during the current panel term.
- Regularly attends Al-Anon Meetings.
- Is not also a member of Alcoholics Anonymous.

VOTING QUALIFICATIONS: Votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative.

RESPONSIBILITIES: *(Reference Treasurer in the World Service Handbook of the Al-Anon Alateen Service Manual)*

- After receiving a written request, distributes seed money for the Assembly. Deposits returned seed money.
- Forwards to the WSO, before January 1, the Delegates' equalized expense amount.
- Pays all bills for expenditures approved by the Area Assembly. It is a sound business practice to have four member authorized to sign checks; of these, two signatures should be required on every check.
- Makes quarterly written financial reports to the Area World Service Committee (AWSC) and periodic reports to the Assembly.
- Attends all Area Assemblies and AWSC meetings.
- Presents proposed budget to Assembly in November for vote.
- Prepares report for each Area Assembly and AWSC meeting itemizing income and expenditures. Submits report to *The Beacon* editor for publication.
- Provides a copy of the financial report to each voting member at AWSC/Assembly.
- Pays expenses, authorized by the AWSC, in a timely manner.
- Keeps records for prior 7 years, shredding previous records.
- Understands that all records are the property of the ETAAA and returns them to ETAAA at the end of his/her term.
- Maintains a post office box.

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- Files all necessary local, state and/or federal information returns/reports in a timely manner. Files Federal Income Tax Return in a timely manner. Notifies all entities of change in address, officers and/or other information.
- Keeps all records in a safe, secure environment with privacy of member information a primary concern.
- Turn in Area expense reports to the Area Chair within timeframe as requested by Treasurer of the event (e.g., Assembly, AWSC, etc.)